

Los Angeles Office

The Italian Trade Agency (ITA) is organizing a networking event taking place in San Francisco in connection with the JP Morgan Healthcare Conference 2020.

The event will be held on **January 15th, 2020** at the **Four Seasons Hotel in San Francisco from 6pm to 11pm**. The participating Italian companies are involved in the pharmaceutical and life sciences sectors. The event should take place in the presence of a high level Italian political delegation, and it will consist basically in a discussion panel followed by a reception.

We are formally inviting companies to bid, and we would like to be able to identify potentially interested agencies for the list of services provided below:

- Defining a list of Venture Capitalists and Pharmaceutical top management; Identifying the present CEO, the present Global Chief R&D, Global Chief Business Development (we already have several lists which we can discuss with you, you should provide the missing contacts and verify if the ones we have are correct/up to date and identify possible other companies not included in our lists);
- Identifying the Managing Partners of 30 top investments funds, their personal e-mail (o their Assistants' e-mail), contacts numbers of the company (telephone and e-mails, web site). Whenever possible, identify top executives in the company, and relative contact information;
- Sending personalized save-the-date & invitation (provided by us) to the defined list. Invitations should be sent both via e-mail (to personal or Assistant's address) and via regular mail, when personal e-mails are not available;
- Organizing the follow-up with recalls and RSVP;
- Guaranteeing number of attendees from the above lists: at least 60 ppl.;
- Attending the event (with your personnel) & provide assistance with the badge/check-in process;

- Providing before the event: Attendee BIO Books (Italian Companies) & (US Companies Pharma & VC);
- Providing after the event: update on attendee presence.

Having already organized a similar side event related to a conference similar to the JPMorgan Healthcare Conference is mandatory, as specializing in healthcare PR.

The budget available for a total **42.500 USD**. **Bids exceeding this budget will not be considered.**

The Italian Trade Agency has the authority to award the contract even if only one bid has been submitted, provided it be deemed valid and worth accepting. Moreover, ITA has the authority not to award the contract, if it deems it appropriate to exercise the right of self-protection and if it finds that the bids received do not comply with the technical and financial contents set forth herein.

The Italian Trade Agency in Los Angeles will evaluate all valid proposals.

All the activities not included in the above list will be managed and paid for by ITA.

Eligible companies must send a short (one page) presentation to losangeles@ice.it **within October 25, 2019**, with a financial bid in a closed envelope, at the address: Italian trade Commission, 1900 Av. of the Stars, Los Angeles, CA, 90067. Please download the directions to make a proper offer at [\(LINK\)](#)

The contract will be awarded to the lowest bidder.